

Role Profile for:

Data Analyst

Employee Ref		
Leadership Group		B
Role Profile Ref		144
Joining Date		
Last Updated		18/09/2025

WE ARE ATEB

Welcome to your ateb role profile. Our Role Profiles connect us all with our shared ateb



Vision.

Our Shared purpose is to always deliver ...

> #1 | Creating better living solutions,

Through the adoption of a DNA that focuses on ...

> #2 | Trust | Togetherness | Empowerment.

We all have a role to play in realising our 3 strategic aims,

> #3 | To improve customer service | Serve more people | Increase business effectiveness.

The design and delivery of our services will always focus on,

> #4 | The right customer outcomes as effectively as we can.

We all have a responsibility to support our Assurance Framework by managing our,

> #5 | Risks | Controls | Tests

and we must always seek to listen, understand, and learn as ...

> #6 | Improvement is the day job

The Vision and its supporting documents form part of this role profile.

1 | ROLE DETAILS

The headline details for this role:

The key role details are as follows:		The role line responsibilities are:	
Name			
Title	Data Analyst		
Employer	ateb Group Limited		
Level	Leadership Group B		
Report to	Asset Management Lead		
Directorate	Customer		

2 | CUSTOMER

The service areas set the customer outcomes we are collectively working to achieve. This role will primarily contribute to the successful outcome of the following service areas but will obviously support all areas as required. See #4 Deliver for full details.

Primary Service Areas:	Outcomes:
SA/04 – Maintenance	Fix issues to the customers satisfaction
SA/06 – Compliance	All properties are compliant with the required regulations
SA/07 – Planned Maintenance	Improvement programmes delivered to customer satisfaction
SA/11 – Strategic Asset Management	Maximise our asset investment
SA/24 – Major Repairs	To maintain asset value over the longer term

Primary responsibilities for the above outcomes:	
1	Responsible for ensuring that relevant data is collected, quality checked, cleansed, validated, analysed and presented accurately by set deadlines to internal and external stakeholders.
2	Responsible for ensuring the availability of data to inform property investment decisions and programs of works, including but not exclusively, Welsh Housing Quality Standards, Decarbonisation and Retrofit programs through the development of Target Energy Pathways.
3	Effective use and development of digital systems to support ateb in meeting its Strategic Asset Management aspirations.
4	Co-ordinating the production of Target Energy Pathways and works programs through the effective use of property data and energy modelling software.
5	Monitoring and recording of key performance data ensuring our approach continues to be effective at achieving our service outcomes.
6	Supporting teams with performance, contractual and financial planning and monitoring for all relevant service areas.

General role responsibilities:	
1	Support all other service areas as appropriate/directed to achieve their outcomes where they require my input.
2	Continually review my service area outcomes to ensure they achieve the right customer outcomes as effectively as we can.
3	Consistently demonstrates values of equality and diversity.
4	To take responsibility for my ongoing personal development.
5	To undertake any other duties as required which are compatible with the requirements of the post.

3 | GROUP

This role has the following corporate responsibilities:

Service Area	Customer Outcome	Responsibility
SA/17 – Strategy	Clarity on how we will maximise our purpose	Support the Board and EMT to help develop and deliver the right strategic priorities to achieve our strategic aims.
SA/18 – Assurance Management	To be assured we are always compliant and doing the right things	Develop and monitor processes to enable empowered decision making within our agreed assurance framework.
SA/19 – H&S	We meet our legislative and regulatory H&S requirements	Take personal responsibility to ensure that I and my team abide by the relevant legislation, the organisation's H&S systems and common sense so that I, the public, my colleagues, customers and partners are safe and secure at all times.
SA/20 – PR, Marketing & Communications	Positive growth of our brand. The right messages to the right audience at the right time	Make sure that communication with and from my team is effective and supportive to all. Promote our work with various audiences that support our Purpose, DNA and our strategic aims.
SA/22 – Performance & Data management	We know where we need to improve, where we are not compliant and where we are at risk	Always seek to understand whether we are achieving our required outcomes, efficiently and with great customer experience and plan and deliver improvement and growth where identified through managed change programmes.
SA/23 – Procurement & Supplier Management	To ensure we compliantly deliver Value for Money services	Make sure my team abides by the procurement rules and systems established by ateb. Make sure that any procurement required achieves the right outcomes.

4 | PERSONAL

This role will require the following personal attributes, qualifications, skills and experience etc.

Attribute	Requirements
Technical Competency	<p>This is what we would like you to have, but we are happy to hear how you feel your experience, skills and knowledge meet the role requirements.</p> <p>A good level of experience of working with data in a public sector or housing provider environment (a strong background knowledge of the Welsh Housing sector and it's property data requirements would be great) with an in depth understanding of how large amounts of property data is collected, quality checked, cleansed, validated, analysed and presented accurately by set deadlines.</p> <p>Having direct or easily transferable skills and expertise relevant to the role and potentially have qualifications to support the key service areas; a property or construction related qualification to HNC / HND or higher and PAS Retrofit Assessor level 4 qualification is desirable together with a health and safety qualification such as IOSH Managing Safety or NEBOSH General/Construction.</p> <p>Membership of a relevant professional body e.g. CIOB/RICS would be great or the willingness to work towards this accreditation in the future.</p>

	<p>The role requires significant knowledge of digital systems for data analysis and presentation. Therefore, the post is ideal for an individual with considerable experience of using Excel, Tableau, Power BI etc. at an advanced level.</p> <p>Most importantly, we are looking for an individual with a passion for tackling climate change and fuel poverty, as this retrofit-focussed role is an excellent opportunity to have a direct impact on these issues.</p> <p>And another thing... we will always look at equivalent qualifications, experience or transferable skills and expertise that can be easily applied to the role. We will also consider the ability of formal qualifications to be obtained whilst in the role subject to the latter factors being achieved, timescale and cost. Everyone at ateb must be able to demonstrate a reasonable level of literacy and numeracy to be able to fulfil our roles, for us that usually means achieving success at GCSE/Key Skills or equivalent qualifications, but we are happy to discuss this with you.</p>
Decision making	Make decisions using professional or technical judgement; to resolve problems, assess risk and understand impact on the Group and its customers.
People management	Willing to learn from others and share own experience and knowledge. Let team members know what is expected of them. If a line manager uses departmental goals to develop meaningful objectives for the team. Gives timely feedback on performance and maintain positive working relationships within the team to achieve high performance, challenging others when this is not achieved.
Team working	Need to create the right environment for teamwork to thrive both internally and externally. Be able to lead and participate in teams effectively
Financial control	Sets, monitors, reviews and reports on the budgets relating to the areas of responsibility, will also be able to be responsible for any purchasing required.
Organisational skills	Will be able to effectively set own work plan and prioritise key tasks, supervising teams' work plan as required.
Innovation	Must show a desire to improve and challenge what we do to constantly improve our service outcomes as effectively as we can. Identifies, plans and implements improvements within the team which support service delivery.
Customer service	Provide a great customer experience both internally and externally. Demonstrate the important of customer service to team and colleagues by always putting the customer first.
Project / process management	Project management improvements within own and others service areas to ensure the desired outcomes are achieved. Takes responsibility for achieving individual objectives and contributing to team and group projects.
Enthusiasm	Self-starter bringing personal drive and positive attitude to help all find solutions to problems. Be able to always promote our DNA.
Technology Competency	Confidently use and develop ICT systems to deliver and improve my service delivery. Have good working knowledge of typical software solutions relating to my area of expertise and level of responsibility. Be able to make the best use of the Microsoft 365 & Office suite and usual business communication devices and systems.

Comms / PR / Marketing	Be able to promote good communication throughout the organisation (verbal, written, face to face) ensuring teams are involved, informed and always engaged. Ability to speak Welsh would be great.
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5 | TERMS & CONDITIONS SUMMARY

Full details of the terms and conditions for this role can be found in your Statement of Terms and Conditions. In return for undertaking the above role, ateb will provide

Term/Condition	Detail	Additional comments
Base Salary	c.£40k	Per annum paid on the 28th of the month or the previous Friday if the 28th falls on a B/H, Sat or Sun.
Salary band	10	Please refer to reward@ateb for full details.
Car user	Casual user	If you do travel off site for meetings you will need to have a car available for business use, mileage will be reimbursed at HMRC standard rate.
Professional Subscription	No	
Simply Health Scheme	Basic Level Contributions	The Group offers a contributory health plan Simply Health; you can increase your cover to suit your needs.
Hours per week	37 Hours	A flexible working system is in operation depending on your role and service outcomes.
Annual Leave	30 days basic (pro rata)	Plus 3 additional days (pro rata) the timing of which is at the discretion of the Group.
Place of work	ateb offices Cedar Court Milford Haven	A flexible working system is in operation in accordance with our Leading Principle and depending on your role and service outcomes you may be required to work in our offices/ premises, sites, at home or other suitable locations across Pembrokeshire, but your usual place of work will be ateb offices.
Learning & Development	Yes	We support our team to develop their learning
Wellbeing	Yes	A programme of team wellbeing activities.
Pension	SHPS DC	Auto enrolment arrangements are in place. Defined Contribution Scheme contributions from an employee will be matched up to an agreed limit set by Board.
DBS	No	This role is not subject to a criminal records check.

6 | WE AGREE THE ABOVE REPRESENTS MY ROLE WITHIN ATEB

Parties	Signature	Date
Chief Executive		

The small print:

@ Recruitment: We will seek evidence/examples through the application, interview and/or assessment centre process that you have the required skills, experiences, characteristics and attributes to succeed in this role. You will demonstrate this through a range of approaches e.g. qualifications, examples of experience, psychometric testing, evidence of training etc.

@ Induction: We will establish the key areas of support and/or any learning & development you will need to get you up and running

@ 1 to 1 review: We will discuss how you feel you are doing in delivering and developing your role and identify what improvements you want to achieve and what support you may need.

@ Please refer to the accompanying contract and our Vision and related documents for more details regarding this role profile and your responsibilities within the ateb group – ateb, MBH and WWCR